

**DIVORCE / LEGAL SEPARATION CHECKLIST 2:**  
**CONTESTED DIVORCE/SEPARATION WITHOUT MINOR CHILDREN –**  
**MILWAUKEE COUNTY**

This checklist is to be used if there are **ANY** contested issues or if the parties **DID NOT BOTH** sign the Marital Settlement Agreement.

1. **Proof of Service** – Affidavit of Service from Sheriff or Process Server (*original only*)
2. **Request for Pretrial** -- (*original only*)
3. **Financial Disclosure Sheet** – for petitioner, fully completed (*original and 2 copies*)
4. **Proposed Marital Settlement Order Without Minor Children** – (*original and 3 copies*)
5. **Interim Financial Summary** – if maintenance payments are to be paid (*self copying original only*)
6. **Order for Pretrial/Order to Appear** -- (*self copying original only*)
7. **Affidavit of Non – Military Service** – Notarized (*original only*)
8. **Certificate of Divorce (AKA Vital Stats Form)** – Use black ink or typewriter only, NO mistakes, NO whiteout, NO crossouts, NO Xerox form (*original only*). This is not needed for Legal Separation.
9. **Findings of Fact, Conclusions of Law, Judgment of Divorce Without Minor Children** – fill in completely, including location (Milwaukee County Courthouse, Milwaukee, Wisconsin) (*original and 2 copies*)
10. **Two large (8 ½ by 11) envelopes** – one addressed to each party with **4 postage stamps on EACH envelope**. Envelopes with stamps may be purchased in **G10-1 (Legal Resource Center)**
11. **\$5.00 fee paid in Room 104. FEE WAIVER DOES NOT APPLY**
12. All these documents, with correct number of copies, should be taken to Judge's clerk in Room \_\_\_\_

When given an order to appear, **THE ORDER TO APPEAR MUST BE SERVED JUST LIKE THE ORIGINAL DOCUMENTS**. The other party must be served at least 5 business days before the date of the hearing. If you had a fee waiver for service, **a new fee waiver must be completed and approved in Room 609**.

**BRING YOUR PROOF OF SERVICE OF THE ORDER TO APPEAR TO YOUR COURT HEARING.**

**COPIES CAN BE MADE IN ROOM G10-1.**



This document was created by the  
**MILWAUKEE JUSTICE CENTER**  
on January 2013